



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: Audio/Video Systems Maintenance

CONTRACT #: 0428-06

CONTRACT DATES: 6/23/06-5/31/08

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): AV Solutions (Toshiba)
150 Metro Pk.
Rochester, NY 14623

ph: 585-427-2222

TERMS AND CONDITIONS

<u>BID ITEM:</u>	AUDIO/VIDEO SYSTEMS MAINTENANCE
<u>FOR:</u>	Department of Environmental Services
<u>DEPARTMENT CONTACT:</u>	Gordie Weller, (585) 753-7506
<u>DUPLICATE COPIES:</u>	PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.
<u>BID INFORMATION:</u>	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
<u>SUBMITTAL OF FORMAL PROPOSAL:</u>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. COPIES AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Worker's Compensation and disability benefits coverage or proof that they are exempt.</p>
<u>SPECIFICATION ALTERATIONS:</u>	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
<u>QUANTITIES:</u>	The quantities listed are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. <u>Estimates are based upon actual annual usage for 2005 by County departments only.</u>
<u>BRAND REFERENCE:</u>	References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.
<u>QUALIFIED BIDDER:</u>	Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.
<u>METHOD OF</u>	Monroe County intends to award the bid to the lowest responsive and

<u>AWARD:</u>	responsible bidder, based on the TOTAL . Bidder must bid on all items to be considered. The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.
<u>CONTRACT TERM:</u>	Contract will start with the date of the contract award and run through May 31, 2007 , with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.
<u>PRICE CHANGES:</u>	Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.
<u>MINIMUM ORDER:</u>	No minimum order is specified for this contract. Agencies must be able to order as needed. <u>Political subdivisions and others authorized by law may participate in this contract.</u>
<u>DELIVERY:</u>	All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within two (2) weeks after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.
<u>PURCHASE ORDER ISSUANCE:</u>	Delivery of services may be directed by the receipt of a Purchase Order only. Items that are not part of this bid <u>will not</u> be paid for by Monroe County. As to all purchase orders issued by Monroe County, exceptions may <u>only</u> be authorized, in writing, by the Purchasing Manager or his authorized agent <u>prior to</u> delivery.
<u>BILLING PROCEDURE:</u>	All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. ALL INVOICES MUST BE MARKED WITH THE <u>PURCHASE ORDER NUMBER</u>. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.
<u>WARRANTY/ GUARANTEE:</u>	All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense. Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid
<u>UNCONTEMPLATED PURCHASES:</u>	

offering and to otherwise act in furthering its own best interests.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or his Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**AUDIO/VIDEO SYSTEMS
PREVENTIVE MAINTENANCE**

1.00 GENERAL

1.01 SCOPE

MONROE COUNTY is seeking a qualified **Audio/Video Systems Contractor** to perform **Preventive Maintenance on Audio/Video Systems, and Devices, scheduled on an individual basis for each section.** The work to be done under this contract and in accordance with these specifications consists of furnishing of equipment, material, supervision, labor, technical knowledge and skills necessary to satisfactorily and safely complete the job. The **Contractor** shall perform all work required for a thorough maintenance, inspection, cleaning, testing, calibration, adjustment and function check of the specified equipment; including the furnishing of all engineering necessary for the layout and execution of the work in accordance with the specifications and drawings. All calibrations, readings, observations, adjustments and recommendations for repair and any other work done shall be recorded on the aforementioned check list.

Notwithstanding the details presented in these specifications, it is the **responsibility** of the **Vendor** to verify the **completeness of material lists and suitability of devices** to meet the intent of the specifications. Any additional equipment or service required, even if not mentioned herein, shall be provided by the **Vendor** without claims for additional payment; it being understood that a fully functional operating system, satisfactory to the **User**, is required.

1.02 PRE-BID INSPECTION

It shall be the **Bidder's** obligation to arrange a pre-bid inspection of the systems and/or devices to be maintained and to review all available data. Any failure by the **Contractor** to acquaint himself with all available information concerning the maintenance will not relieve him from responsibility of carrying out the work intended by this contract.

1.03 SUBMITTALS

1. Project Schedule:

Prior to the performance of the work, the contractor shall supply a work schedule. All work to be performed during normal working hours, **7:00 A.M. TO 3:00 P.M. No work shall be done at any facility without the expressed written consent of the Building Supervisor and must be approved at least twenty-four (24) hours in advance.**

2. Experience:

Bidders are reminded that they shall submit with their bid a description of their firm as it pertains to the inspection, testing, maintenance and repair of similar systems and devices.

Documentation of a minimum of five (5) years experience in performing work of similar size and scope must be included.

3. Qualifications of Audio/video Systems Inspection, Testing, Maintenance and Repair Contractor:

- a. The **Contractor** shall be a corporately-and-financially- independent contractor organization which can function as an unbiased testing authority, professionally independent of the manufacturers, suppliers and installers of equipment or systems evaluated by the contractor.
- b. The **Contractor** shall be regularly engaged in the testing, maintenance and repair of audio/video system equipment devices, installations and systems.
- c. The Contractor shall have manufacturer trained Crestron and/or AMX programmers on full time staff.
- d. The contractor shall have manufacturer trained Clear One digital mixer programmers on full time staff.

- e. The **Contractor** shall utilize technicians who are ICIA certified.
- f. The **Contractor** shall be a member of Avolution and adhere to Avolution best business practices.
- g. The **Contractor** shall be an authorized projection repair center.

4. Safety Practices:

- a. Safety practices shall include, but are not limited to, the following requirements:
 - 1. Occupational Safety and Health Act
 - 2. Accident Prevention Manual for Industrial Operations, National Safety Council
 - 3. Applicable state and local safety operating procedures
 - 4. Owner's safety practices
 - 5. National Fire Protection Assoc. - NFPA 70 E
 - 6. American National Standards for Personnel Protection

1.6 Payment Schedule:

Progress payments will be acceptable for this work. Partial payments may be necessary for the work because operational requirements will dictate the work schedule.

II. QUALITY ASSURANCE

2.1 Applicable Codes and Standards and References:

- 1. All inspections and tests shall be in accordance with the following codes and standards except as provided otherwise herein.
 - a. **National Electrical Manufacturers Assoc.** - **NEMA**
 - b. **Institute of Electrical & Electronic Engineers-** **IEEE**
 - c. **International Electrical Testing Assoc.** - **NETA**
 - d. **National Electrical Safety Code**
 - e. **State and local codes and ordinances.**

2.2 Standard Products:

All replacement materials, retrofit equipment and accessories shall be new and unused. Remanufactured equipment may be acceptable in some cases, but only with the approval of the owner/operator. They shall be essentially the standard product of a manufacturer regularly engaged in the production of such material or equipment and shall essentially duplicate material or equipment that has been in satisfactory operation at least five (5) years. The County reserves the right to reject any material or equipment manufacturer who, although he meets the above requirements, does not provide satisfactory evidence indicating adequate and prompt post installation and repair maintenance service as required to suit the operational requirement of the County.

2.3 Repair or Component Parts:

Repair and component parts shall be allowed a 8% mark-up above the invoiced cost to the vendor.

Manufacturer's invoice copies shall be provided with billing.

III. WORK TO BE PERFORMED

3.1 The following general procedures apply to all work performed:

1. As the work proceeds, list all major items that will need immediate repair and submit the list to the **Division Supervisor** on a daily basis.
2. In every instance that the **Contractor** finds equipment that is in need of immediate repair the **Contractor** must, prior to commencing work, give a written estimate for the work to the Electrical Supervisor or his designee. The estimate must show labor and materials cost. The **Contractor** may not proceed with the work until written approval is given by the **Division Supervisor** or his designee. If the estimate is considered too high, the **County** maintains the option of providing materials or changing the scope of the work. The **County** also maintains the right to cancel a request. The **Contractor** shall be capable and willing to work with our **electrical maintenance contractor**.

INDEX OF SCHEDULES:

- A: Projection Systems and Assemblies.**
- B: Audio and Video Systems**
- C: Control and Switching Systems**
- D: Additional Items**

3.2 The Principle Schedules of Work are described below:
(The descriptions are general only and should not be construed as a complete listing of every item of work required.)

Schedule A: Projection Systems and Assemblies.

1. Clean all projector filters, ducts and surrounding areas where debris may collect.
2. Clean Exterior Module Covers.
3. Clean external optics per manufacturer specifications. General practice uses compressed air and isopropyl alcohol.
4. Realign images to set state within parameters of existing supports.
5. Record dual phase environmental temperature and humidity.
6. Record lamp hours (Some units have dual lamps).
7. Documentation of room status and parts cost projections.
8. Lamp replacement as needed – Preference not to “Hot Swap” (Lamp clock timers will be reset). Lamp replacement shall be charged at the service call rate.
9. Check Lamp Strike Status.
10. Record and set image and color controls, including Phase & Clock.
11. Check Voltage at the projector.
12. Check cables for bent or missing pins or broken or missing connectors.
13. Verify all video inputs.
14. Verify wall plate connectivity and cabling.
15. Check all distribution amps, switches and interfaces and power sources.

Additional maintenance and repairs may be required including:

Cleaning of interior optics and ventilation modules and pathways will be completed per manufacturer rules and recommendations.

Stray or untied cables will be straightened, reattached, or otherwise made to be functional or professionally presented.

Schedule B: Audio and Video Systems

1. Test each input using signal test generators.
2. Test each audio output.
3. Clean Exterior microphone and audio component surfaces.
4. Clean external cabinetry per manufacturer specifications. General practice uses compressed air and isopropyl alcohol.
5. Realign speakers to set state within parameters of existing supports or optimal output.
6. Documentation of room status and parts cost projections.
7. Record level and control settings.
8. Clean analog tape heads where applicable.
9. Record audio module settings.
10. Check Voltages at inputs and outputs.
11. Check cables for bent or missing pins or broken or missing connectors.
12. Verify all audio inputs.
13. Verify wall plate connectivity and cabling.
14. Check all distribution amps, switches and interfaces and power sources.

Additional maintenance and repairs may be required including:

Cleaning of interior components and ventilation modules and pathways. Will be completed per manufacturer rules and recommendations.

Stray or untied cables will be straightened, reattached, or otherwise made to be functional or professionally presented.

Schedule C: Control and Switching Systems

1. Clean all rack fans, ducts and surrounding areas where debris may collect.
2. Clean Exterior and interior surfaces per manufacturer specifications. General practice uses compressed air and isopropyl alcohol.
3. Realign control panels and rack systems set state within parameters of existing supports.
4. Record dual phase environmental temperature and humidity.
5. Record and set control and switching settings.
6. Documentation of room status and parts cost projections.

7. Check Voltage at control system modules and main rack inputs.
8. Check cables for bent or missing pins or broken or missing connectors.
9. Verify control system programming.
10. Verify switcher presets.
11. Verify wall plate connectivity and cabling.
12. Check all distribution amps, switches and interfaces and power sources.

Additional maintenance and repairs may be required including:

Cleaning of interior boards and ventilation modules and pathways. This will be completed per manufacturer rules and recommendations.

Stray or untied cables will be straightened, reattached, or otherwise made to functional or professionally presented.

IV. EQUIPMENT TO BE MAINTAINED

The principle items to be maintained are described below:

Section 1

**Frank E. VanLare Wastewater Treatment Facility
Lakeshore Blvd
Rochester NY 14617**

Control Room:

1. Shure SCM 810
2. Crown CP660
3. Autopatch 1XDM
4. AMX Accent 3 Controller
5. Wireless AMX Panels
6. Receiver
7. Amplifier
8. VCR
9. VHS/DVD
10. (4) Christie Projection Systems DLV 1280i - Rear

Section 2

**City Place
50 W. Main Street - Suite 7100
Rochester, NY 14614**

Conference Room:

1. AMX Accent 3 Controller
2. Volume Card – VOL3
3. Crosspoint 8 x 12
4. Shure SCM 262
5. Amplifier
6. Ceiling Speakers
7. 72" Smartboard, in-wall, rear projection
8. InFocus Projector - Rear
9. Wireless AMX Panels

Section 3

**Fleet Services
Scottsville Road
Rochester NY 14624**

Control Room:

1. AMX Netlinx NI300
2. SCM800
3. (3) Christie Projection Systems PPM S-D100VF - Rear
4. DVD/VCR
5. SCM 800
6. Amplifier
7. Ceiling Speakers
8. NetMaster FRC-5100Display Wall Controller

Section 4

**Monroe County Airport
Brooks Avenue
Rochester NY 14624**

Conference Room #1:

1. Smart Sympodium
2. SCM 262 Mixer
3. MX412C
4. SWVGADA4
5. Sharp Projector - Ceiling
6. Amplifier
7. Ceiling Speakers
8. Access Projection Screen
9. Cable Cubby 200 (2) - Table

Conference Room #2:

1. Smart 3000i Rear Cabinet

Movable Equipment:

1. Smart 3000i Rear Cabinet

Section 5

**Emergency Communications Department 911 Center
321 West Main Street
Rochester N.Y. 14608**

Control Room Equipment:

1. Christie Projector (4) - Ceiling
2. Amplifier
3. Ceiling Speakers
4. Extron Crosspoint 300S
5. VCR/DVD
6. AMX Netlinx NI2000
7. Amplifiers (4)

Conference Room #1:

1. Christie Projector - Ceiling
2. Amplifier
3. Ceiling Speakers

Conference Room #2:

1. Smart Sympodium

2. SCM 262 Mixer
3. MX412C
4. SWVGADA4
5. Sharp Projector - Ceiling
6. Amplifier
7. Ceiling Speakers
8. Access Projection Screen
9. Cable Cubby 200 (2) - Table

Conference Room #3:

1. Smart Sympodium
2. SCM 262 Mixer
3. MX412C
4. SWVGADA4
5. Sharp Projector - Ceiling
6. Amplifier
7. Ceiling Speakers
8. Access Projection Screen
9. Cable Cubby 200 (2) – Table

Section 6

Emergency Operations Center
 Scottsville Road
 Rochester NY 14624

Control Room General Equipment:

1. Projector (5) – 12'Ceiling
2. Aurora TV Tuners (8)
3. Audio Tuner (2)
4. VCR/DVD
5. DVD
6. Cassette
7. Elo Touch Screen
8. External 8 Button Keypads(22) - -Audio Sources
9. Ceiling Speakers
10. Lighting Controls (2)
11. Monivision Monitors (4) Ceiling/Wall 12' – 18'
12. AMX Netlinx Controller
13. VOL Cards (2)
14. Relay Controlled Power Controllers
15. Amplifiers (5)
16. 24 x 24 Matrix Switcher

V. FINAL REPORT

The Contractor shall furnish two copies of the final report for each of the facilities (which the county will provide blank reports) within 30 days of completion of the work. The report shall show all as-found and as-left settings and measurements. The **Division Supervisor** shall be notified immediately, in writing, of all marginal or faulty equipment. Recommendations for continued maintenance are requested. The report shall be signed by the Contractor's project engineer.

VI. WARRANTY

All replacement parts and workmanship shall be warranted for one (1) year. The warranty document shall accompany the final report. The Contractor shall be prepared to provide evidence of their capability to provide adequate warranty support.

UNIT PRICE SHEET

AMX or Crestron programming per hour (minimum 3 hour billing)	\$85.00
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Service Call per hour (8am-4pm) (minimum ½ hour billing)	\$85.00
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Emergency Service Call per hour Nights, Holidays, Weekends Response time 4 hours (minimum ½ hour billing)	\$225.00
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Preventive maintenance shall consist of all applicable
schedules for each section.

Section 1 per trip	\$460.00
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Section 2 per trip	\$210.00
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Section 3 per trip	\$380.00
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Section 4 per trip	\$260.00
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Section 5 per trip	\$890.00
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Section 6 per trip	\$890.00
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MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.